



HOLIDAY LEAVE

Directive 4-104

Date of Issue: July 2013 Amends/Cancel: Chapter IV Sec 3

I. PURPOSE

The purpose of this Directive is to establish written policy governing holiday leave.

II. POLICY

The Department of General Services Maryland Capitol Police (DGS-MCP) will pre-schedule holiday leave to all employees consistent with state law and current Memorandums of Understanding (MOU).

Detachment Commanders shall ensure holiday leave is scheduled so that sufficient personnel are available for adequate coverage on the actual holiday, the state recognized holiday and the employee pre-scheduled holiday.

III. PROCEDURES

- A. Holiday leave will be pre-scheduled for all Police Officers, Security Officers and Police Communications Operators. The pre-scheduled holiday may or may not fall on the actual recognized State holiday.
- B. An employee who would like to change a pre-scheduled holiday to another date may do so by making their request in writing. The date must fall within the same pay period.
- C. Holiday leave may not be accumulated to be used as extended leave (vacation).
- D. The criteria for granting Thanksgiving, the day after Thanksgiving, Christmas and New Years holidays will be as follows for essential personnel who are part of minimum staffing requirements:
 1. Employees who worked the holiday the preceding year will be considered first.
 2. Employees who had the holiday fall on their regular day off the preceding year will be considered second.
 3. Employees who were on approved leave for that holiday the preceding year will be considered third.